



LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTATIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.

POST : PROVISIONING ADMINISTRATION OFFICER (24 MONTHS CONTRACT)
SALARY : R 325 101 (SL7) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 34/10/2025
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Financial Management/ Accounting/ Auditing and/ or any relevant equivalent qualification. Two year's relevant experience in Asset Management and or Supply Chain Management. Must be computer literate. Proven ability to utilize and develop computerized spreadsheets and word processing applications. Proven knowledge of GRAP, CET Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Supply Chain Management Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM practices. Experience in the TVET sector and knowledge of pastel will be an added advantage. A valid driver's licence.

DUTIES: Perform or develop asset needs assessment, acquisition management, operational and disposal plan. Receive and barcode assets. Update the asset register with additions. Prepare a monthly reconciliation with supporting documents of the assets register and the inventory register to the relevant accounting records and resolve uncleared items. Plan and execute the assets verification, stock counts, investigate and report on variances, make necessary recommendation to resolve discrepancies and update the assets and inventory registers. Execute the implementation of the asset acquisition, maintenance and disposal plans.

POST : HUMAN RESOURCES ADMINISTRATION CLERK (24 MONTHS CONTRACT)
SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 35/10/2025
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Human Resources Management or any relevant equivalent qualification. Knowledge of Public Service Records Management and General Registry functions, must be conversant with all aspects of HR and be able to implement and advise officials, knowledge of PERSAL system will be an added advantage. Good verbal and written communication skills. Be able to treat matters and information confidentially. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the College HRM policies and other related prescripts, Computer literacy (MS Word, MS PowerPoint, MS Excel and MS Outlook). A valid driver's license.

DUTIES: Administer all Human Resource functions including PMDS Management, Recruitment and Selection, Typing and drafting of letters, memoranda and submissions. Administer all conditions of service functions on PERSAL concerning appointments, transfers, promotions, upgrading, translations, movements and termination of service, probation periods, recognition of higher qualifications obtained, PILIR cases, recognition of long services, acting appointments, State Guarantees, housing and homeowner's allowances. Assist with all aspects of pension administration. Manage leave applications and records. Handling of all HRM administration functions. Compile daily statistics and update databases.

POST : CHEF (6 MONTHS CONTRACT) RE-ADVERT
SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 33/08/2025
CENTRE : HOSPITALITY CENTRE

REQUIREMENTS: Grade 12 or NCV L4 or relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Hospitality Management/ Culinary/ Food and Beverages and/ or any relevant equivalent qualification. At least one year's working experience in hospitality/ hotels/ restaurant environment. Experience in F&B. Sound knowledge of food hygiene /HACCP. Sound knowledge of theory and practice in the relevant field. Knowledge of OHS and basic knowledge of hygiene and cleaning practice will serve as an added advantage. Excellent communication and interpersonal relations skills. Client focused and innovative thinking. The ability to

work under pressure with little or no supervision. Adhere to Batho Pele principles. Telephone and communication etiquette. Must be computer literate and have a valid driver's license.

DUTIES: Supervising and preparing meals for guests at Hospitality guesthouse and any other event being hosted and served by the College. Knowledge of food and beverage operations. Supervising and ensuring that all foods are well prepared and cooked in line with planned menus and required standards. Supervising and ensuring that the restaurant "dining hall" is well prepared for serving guests staying at the guesthouse and officials/ guest attending events hosted in the College. Supervising and ensuring that the kitchen and restaurant / dining hall comply with the OHS Act. Supervising and ensuring that all equipment are maintained and in good working condition. Supervising and ensuring the provisioning of ordering, receiving, storage, stock control and stock taking. Supervising and compiling kitchen budget and implementing work schedule assigned. Supervise human, physical and financial resources. Ensuring that all laws, regulations and policies pertaining to the operation of the kitchen function are adhered to. Be familiar with first aid, fire and emergency procedures together with all the necessary reports as required. Managing daily wastage and shrinkage. Ensuring that all reports associated with the department are produced on time and are accurate. Keeping record and maintain the filling system within the kitchen department. Strictly follow and adhere to the budget of the restaurant or guesthouse, by ensuring that supplies and/or orders are in line with the budget and supervising food and labor costs.

REQUIRED DOCUMENTS FOR THE ABOVE POSTS: Fully completed new Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID, Driver's License and SACE certificate for lecturing post. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from the Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT, SACE, AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement, whichever is applicable, and to sign an employment contract on appointment, disclose his/her financial interests, and be subjected to security clearance.

NB: Coloureds, Indians, Whites, Africans, and Persons with disabilities are encouraged to apply.

Re-advertised post: People who applied before are encouraged to re-apply.

SUBMIT APPLICATIONS TO: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive

correspondence from us within three months after the closing date, consider your application as unsuccessful. Faxed or emailed applications will not be considered.

CLOSING DATE: 7 NOVEMBER 2025 AT 16:00

ENQUIRIES: MR KL MOJELA ON 015 307 5440

APPROVED / NOT APPROVED



**MR MB MOSHOMA
ACTING PRINCIPAL**

DATE